

# METLAKATLA FIRST NATION

## JOB OPPORTUNITY

### Manager of Facilities and Public Works

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<b>Date Classified:</b>	<b>July 21, 2023</b>
<b>Business Unit:</b>	<b>Metlakatla First Nation (MFN)</b>
<b>Location:</b>	<b>Metlakatla, British Columbia</b>
<b>Reporting to:</b>	<b>Executive Director</b>

Metlakatla First Nation has an immediate opening for a permanent full-time Manager of Facilities and Public Works in the Metlakatla community. As the successful candidate, you will be responsible for the administration and supervision of the Public Works Department staff. You will provide leadership and direction in key areas such as project management, resource planning, maintenance schedules, and delivery of specific programs and services related to community facilities and infrastructure.

#### Responsibilities:

- Plan, direct, manage and oversee the activities and operations of the facilities and public works of the Metlakatla First Nation, including facility maintenance, landscape maintenance, equipment maintenance, wastewater collection and treatment, and water production and distribution and coordinate assigned activities with other departments and outside agencies.
- Provide leadership to improve performance and enhance the quality of the work within the department.
- Oversee capital projects related to infrastructure and maintenance.
- Assume responsibility for assigned public works activities; manage the development and implementation of goals, objectives, and priorities.
- Assess and monitor workload and support systems and identify opportunities for improvement.
- Able to carry out budget monitoring and review processes. Communicate budget monitoring information and can defend the rationale for budget items to the Executive Director.
- Use the computer to manage information and financial data.
- Ensure timely maintenance schedules and provide reports monthly or as needed.
- Perform other tasks within the scope of the position.

#### Education and Experience:

- Knowledge of principles and practices involved in the operation and maintenance of Metlakatla First Nation infrastructure, including facilities, street, sidewalk, and storm drain maintenance; facility maintenance; wastewater collection system maintenance; wastewater treatment and disposal; water supply and distribution system maintenance; vehicle and equipment maintenance; and other services and activities related to the operation and maintenance of the infrastructure.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles of preventive maintenance programs. Principles of maintenance planning and scheduling techniques.
- Time, material, and labour cost estimating principles and practices used in maintenance and repair projects.
- Superior written and verbal communication skills. Ability to follow technical and written directions and work independently under minimal guidance.
- Experience working with governmental and non-governmental funding agencies.
- Experience working with multi-disciplinary and inter-disciplinary teams.
- Strong organizational skills, attention to detail, strong work ethic and positive team attitude.
- Demonstrated ability to complete tasks and assigned duties within the allotted time frame.
- Ability to demonstrate a commitment to embodying a personal addiction-free lifestyle.

#### Submission Deadline:

- Open until filled.
- We invite all interested parties to reply in the strictest confidence to the Director of Human Resources: [hr@metlakatla.ca](mailto:hr@metlakatla.ca)